

Vacancy Announcement

Security Forces
Office of the Adjutant General

Location: Devils Lake, ND
Starting Salary: \$3,001/month
Closing Date: October 10, 2012
Requisition Number: None
Position Number: 24475
Status: Full-time, Regular
Type of Recruitment: Internal/External
Announcement Number: S24-12

Minimum Qualifications:

High school diploma or GED and a minimum of two (2) years experience in the field of security/law enforcement or a minimum of two (2) years of military experience. Must be able to successfully complete the Weapons Training Course (Lethal and Non-Lethal). Must possess a valid driver's license from resident state and have the ability to be licensed for a military driver's license. Must be or be eligible to become a member of the North Dakota National Guard. (Must be appointed prior to employment). Must meet military height and weight standards. Successful completion of the interview process, reference checks and a background investigation.

Additional Requirements:

Ability to work a rotating shift schedule. May be expected to conduct limited travel in the performance of duties required, by both commercial and military vehicle and aircraft, in and out of the State of North Dakota. May be required to attend various training courses conducted at locations not yet determined. Will be subject to uncommon tours of duty, rotational shift assignments and weekend duty. All appointments will be contingent upon successful completion of the training course and security clearance. All applicants with a prior domestic violence conviction (Lautenberg Amendment) will be disqualified.

Application Procedures:

Applicants must submit a cover letter, Form SFN 10950, "Application for Employment – State of North Dakota" and a detailed resume. North Dakota National Guard members must also complete the AGND Form 2-98, "Military Qualifications Statement". Application materials can be mailed to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511 or e-mailed to cynthia.pazdernik@us.army.mil or faxed to (701) 333-2067 ATTN: Cindy Pazdernik.

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at www.nd.gov/hrms. **Application materials must be received at the Human Resource Office, Bldg 030, Fraine Barracks by 5:00 pm on the closing date indicated.**

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include Form DD214 and a letter less than one year old from the Dept of Veteran's Affairs indicating disability. Claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from the Dept of Veteran's Affairs indicating disability, or the veteran's death certificate.

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation or assistance in the application or interview process.

Summary of Work:

This position is located with the Security Forces of the North Dakota National Guard within the Office of the Adjutant General in Devils Lake, ND.

- Control traffic entering the installation, verify and direct visitors to the proper location and inspect vehicles entering the installation.
- Dispatch patrols to incidents and alarms.
- Ensure the main gate facility is kept clean and functional with an adequate supply of required equipment and forms.
- Issue temporary visitor/vehicle passes and short-term parking passes.
- Patrol base to detect and deter criminal activities. Report unusual incidents to the Installation Commander.
- Inspect and clean security force vehicles.
- Open locked facilities for authorized personnel.
- Perform other related duties as required or assigned.

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.